

TOWN OF EAST WINDSOR
PARKS AND RECREATION COMMISSION

REGULAR MEETING
June 13, 2011

Draft Document – Subject to Commission Approval

The Regular Meeting was called to order by Commissioner Szymanski at 6:05 p.m. in the Parks and Recreation Office at the East Windsor High School, 76 S. Main Street, East Windsor, CT.

PRESENT: Chairman Szymanski, Commissioners Balch, Bancroft and Hoffman; Park Director Maltese and Mary Lou Morell from the Park Office.

ABSENT: Commissioner Simpkins.

GUESTS: None

ESTABLISHMENT OF QUORUM:

A quorum was established as four commission members were present.

PUBLIC PARTICIPATION:

None

APPROVAL OF MINUTES:

MOTION: To APPROVE minutes of May 9, 2011 Special Meeting as amended as follows: Page 2, New Business, a. Second Paragraph, ~~It is 84' to 94' to~~ It is 50' x 84'- 94'.

Balch moved/Szymanski seconded/VOTE: In Favor: Unanimous

MOTION: To APPROVE minutes of March 21, 2011 Special Meeting as written.

Balch moved/Bancroft seconded/VOTE: In Favor: Unanimous

OLD BUSINESS:

a. BMX Skate Park

No report this evening.

NEW BUSINESS:

a. Jamie Masthay Adopt-a-Park:

Jamie, who is a 5th grader, presented a proposal to adopt a park as a project for herself. She is considering the newly created area at the end of Cemetery Road and

NEW BUSINESS/a. Jamie Masthay Adopt-a-Park (continued):

Woolam/Omelia Roads. An alternate site could be Volunteer Park. After discussion, the Commission supported the request however final approval would be granted by the Town Selectmen. Director Maltese will assist Jamie in getting placement on the Selectmen's Agenda to present her proposal to them.

b. Financial Accounts Review

Director Maltese stated the fiscal year ends on June 30, 2011. Some items will be charged to the CIP account and others from the Budget Site Improvement line item. We are completing our purchases for the year to spend out budget allocations. The Financial accounts were reviewed and approved by the Commission.

c. East Windsor Park – Gate Installation

Director Maltese approached three vendors for quotes for the installation of a gate at East Windsor Park. Two vendors came out to view the potential sites for installation and only one vendor submitted a bid. This will be a July 1st project.

The first location would be just beyond the Gate House at the entrance to the first parking lot. The second location would be at the entrance to the second parking lot. The quote for each location was the same as the only requirement for the second location was an additional pole.

The Fence Man fencing installation will be first completed at the Annex and second location will be determined if funds allow. This expense will be come from CIP.

MOTION: To ACCEPT fence quote of Advanced Fence and Deck, LLC for installation of gate at East Windsor Park.

Balch moved/Bancroft seconded/VOTE: In Favor: Unanimous

d. Park Director's Report:

Director Maltese informed the Commission that East Windsor qualifies as a community in distress and therefore qualifies for State Free Lunch Summer Program. It will be administered at the Wesley Methodist Church on North Main Street and is an open site available to anyone under 18 years of age at no cost. It is an anonymous program, available to anyone in the Community and from other towns as well. All meals must be eaten at the site, no take out available. The lunch will consist of a cold sandwich, fruit, vegetable and milk. The program will be staffed by 2-3 Parks and Recreation Summer Staff who will conduct arts and crafts and games and then lunch will be served. The program will run Monday through Friday from 9:30 a.m. to 12:30 p.m. from July 5th to August 26, 2011. A monthly menu will be posted and it is recommended that 50 meals be request to start with any adjustments to that amount going forward.

NEW BUSINESS/d. Park Director's Report (continued):

Enfield has been running this program for several years and will visit their facility after July 5th to see how they run their program.

The Summer Camp at East Windsor Park also qualifies for the Summer Lunch program however this will be a closed site – available only for those under 18 attending camp. The same menu will be available for them and the lunches will be delivered early on camp field days so that they can be taken along on field trips.

Director Maltese reported that all hiring has been completed. Staff training will take place on Thursday, June 16th for all regular staff and CIT's (Counselors in Training). The CIT program this year is very successful as the Family Resource Center is not offering this summer option with their program at Scout Hall. There are eight lifeguards hired; six are already certified with two taking the class now. Swim Lessons will be offered both day and evening. There will be three day time sessions and one evening session. Each session is for 10 days of instruction. Training of the Gate House staff has been taking place on the weekends and some staff will be crossed trained for the Snack Bar.

East Windsor Park will be open until 7:00 p.m. and if the water sample taken tomorrow passes the quality test, swimming will be available this weekend. The dock surface was replaced this year with trex as the prior surface became bowed and cracked over the winter.

East Windsor Park is hosting cricket this year. A field is being mapped out and mowed for the first time by the group to give our staff the direction for maintaining their playing field through the summer. Games will be played Tuesday through Thursday to August. The group will be making a donation to Parks and Recreation for reseeding of the area after their season as they are grateful to have use of the facility.

Director Maltese stated that the part-time grounds staff will be moved to the Public Works Dept. going forward. Also the transfer of funds that relate to the grounds management will also be transferring to Public Works. Chairman Szymanski requested a hold on the transfer of funds on July 1, 2011 as he was never informed of this request/issue and wants to address it with the First Selectman.

Director Maltese stated she is working on the Fall programs and will have everything in place by August. She is anticipating being out for 6-12 weeks on maternity leave and will have all scheduling completed by the time of her leave. Chairman Szymanski questioned how meetings will be conducted during her absence. Director Maltese stated meetings should continue even in her absence and will be in contact with office staff to guide that process.

NEW BUSINESS/d. Park Director Report (continued):

Leagues/Abbe Road Soccer Complex /Broad Brook Pond Park/Pierce Memorial Park (Windsorville)/Prospect Hill Park (Warehouse Point)/Warehouse Point (Osborn Field) Park:

No discussion this evening.

CORRESPONDENCE:

None.

MISCELLANEOUS:

Director Maltese requested that the meeting for July be moved from Monday, July 11, 2011 to Tuesday, July 12, 2011 as she has a conflict that evening.

MOTION: To RESCHEDULE July meeting to Tuesday, July 12, 2011 at 6:00 p.m. at the Parks and Recreation Office.

Balch moved/Bancroft seconded/VOTE: In Favor: Unanimous

Director Maltese reported that the Wall that Heals has 8,000 in attendance. Chairman Szymanski stated that the flag pole at the Park should have been spruced up for the occasion.

Chairman Szymanski asked if there were any arrests relating to the vandalism at East Windsor Park. Director Maltese reported there was one arrest for the damage to the picnic table at the pavilion.

APPROVAL OF BILLS:

The bills were reviewed and signed by Commissioners Balch and Bancroft.

NEXT MEETING:

July 12, 2011

ADJOURNMENT:

MOTION: To ADJOURN meeting at 7:00 p.m.

Bancroft moved/Balch seconded/VOTE: In Favor: Unanimous

Respectfully submitted, _____
Mary Lou Morell
Recording Secretary